



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
19-2010

OPEN TO: US Citizen Eligible Family Member (EFMs)
POSITION: Registered Nurse, FP-5
OPENING DATE: May 25, 2010
CLOSING DATE: Open Until Filled
WORK HOURS: Part-Time; 24 hours/week
COMPENSATION: USD *
GRADE: FP-5
**LENGTH OF
APPOINTMENT:** 5 years FMA

***Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of Registered Nurse (RN) in the Health Unit.

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

BASIC FUNCTION OF POSITION

Assists the Embassy Medical Officer in providing professional medical services to American employees and EFMs, including medical orientations; medical clearance exams; medical evacuations; immunizations; and medical services for minor complaints to emergency illnesses. Assist with annual exams for Motor Pool drivers, and occupational care to local staff. Coordinates community awareness of health-related issues including regular submissions to the Embassy newsletter. Represents the Health Unit at the Country Team and EAC. Must be available outside of normal embassy working hours as "Duty Medical" personnel.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Required Education: Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

2. **Prior Work Experience:** Previous experience teaching at least 3 health promotion activities such as: smoking cessation; weight reduction; emergency first aid; CPR; safe food services; prenatal classes; healthy lifestyle; stress management and relaxation; drug and alcohol prevention; and/or HIV awareness, is required.

3. **Language Proficiency:** English 4/4 required; some French proficiency is a plus.

4. **Other criteria:** Must be conversant in current medical practices and procedures in the United States and Europe. Current training or working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons of mass destruction is required.

5. **Other Skills and Abilities:** Must have outstanding interpersonal skills in order to obtain and maintain the confidence of patients. Must be mature, reliable, objective, adaptable, and have sound judgment. The ability to administer adult and pediatric immunization programs according to current CDC standards is required. The ability to provide travel medicine recommendations and health precautions is required. Basic word processing skills are required.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. EFMs who currently hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested applicants for this position must submit (1) and (2) below:

1. Preliminary Documentation
 - Current Resume: A current resume or curriculum vitae that provide the same information as an OF-612.
 - Letter of Interest: You must attach to the letter:
 - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
 - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education:
 - Copies of relevant diplomas or degrees (as required) by the position.
 - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process.

Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form:

- All prospective employees must complete an Embassy application form (usually the Federal Employment OF-612, available at the HR Office).
- Can be submitted if selected for an interview.

CLOSING DATE FOR THIS POSITION: Open Until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Registered Nurse (RN), Vacancy Announcement #19-2010

Point of Contact: Human Resources Office

Fax: 021-60-73-35

E-mail: USEmbassyAlgiers_app@state.gov